



# School Leader Update

Iowa Department of Education

March 2008

Resources for Iowa School Leaders

## DIRECTOR'S MESSAGE

### NAEP: Know the 'Score' on This National Assessment

The news most often reported in the media about Iowa's performance on NAEP, the National Assessment of Educational Progress, is that we are losing ground. The true story is not so black and white.

Overall, Iowa's average scale scores have either grown or not changed significantly since 1992, and we are nearly always higher than the national average. Please see the October issue of the *School Leader Update* for information on Iowa's 2007 NAEP results.

It is true that some states have made substantial progress on their NAEP scores. One state that Iowa's scores are often compared to is Massachusetts, which has recently made greater achievement gains on the test. Beyond scores, however, a closer comparison may reveal some interesting facts. For example, Iowa tests more special education students than many other states, including Massachusetts.

Understanding what NAEP does and doesn't do is also important when looking at test results. NAEP is a congressionally mandated assessment designed to report on the condition and progress of education in the nation in a variety of subjects.

NAEP reports state results in the areas of reading, mathematics, science, and writing. The assessment employs a multiple format, including multiple choice, short answer, and extended response questions. The NAEP assessments are vertically scaled so that performance in multiple grades can be represented on the same scale. The reading and mathematics scales are 0 to 500, while the writing and science scales range from 0 to 300.

The NAEP assessment was not designed to align with the Iowa Content Standards, but covers a broader content. For that reason, the NAEP results are used as simply one of many indicators of educational progress in Iowa. In addition, NAEP is considered a survey because it uses a sample of schools and students. Schools and districts do not get individual results, so it is difficult to identify weaknesses and strengths.

This does not mean, however, that NAEP cannot be useful to us. In 2009, NAEP assessments in grades 4, 8, and 12 will have new frameworks. Therefore, it will be testing new content. The Iowa Department of Education has reviewed those frameworks and included them in the Iowa Core Curriculum. In addition, Iowa will be participating in the NAEP science assessment and 12<sup>th</sup> grade assessments, in order to provide another view of student performance.

School leaders are encouraged to review NAEP results, alongside local and statewide assessment tools to get a broad view of student achievement. Later this month the results of the 2007 Iowa NAEP assessment in writing will be released.

In addition, the sample of schools selected for the 2009 assessment will be available in May. The 2009 NAEP will include reading, mathematics, and science in grades 4 and 8, and reading and mathematics in grade 12. The expectation is that approximately 400 schools will be selected to be assessed. Districts will be contacted in May and June regarding the selection of one or more of their schools.

## NEWS FROM THE DE

### Iowa Core Curriculum Unit ICN Sessions Being Offered

The Iowa Department of Education, in collaboration with the area education agencies (AEAs), has developed model units focusing on the essential concepts and skill sets of the Iowa Core Curriculum for high school literacy, mathematics, and science.

A series of Iowa Communication Network (ICN) sessions are being sponsored to introduce these units, which are intended to demonstrate the kind of instructional design that supports Iowa's Core Curriculum. These

sessions are intended for teachers, curriculum directors, principals, and AEA consultants interested in learning more about the Iowa Core Curriculum.

Each session will be open to up to 40 sites. Go to [www.lptv.org/iowa\\_database/cal-default.cfm](http://www.lptv.org/iowa_database/cal-default.cfm) to register.

*Science Model Units*

March 3 and March 5, 8:30 - 10:30 a.m. and 2:00 - 4:00 p.m.

Presenters: Kim Rost, Prairie Lakes AEA; Jody Stone, Malcolm Price Lab School

*Mathematics Model Units*

March 4 and March 7, 8:30 - 10:30 a.m. and 2:00 - 4:00 p.m.

Presenters: Julie Hukee, Heartland AEA 11; Megan Balong, Malcolm Price Lab School

*Literacy Model Units*

March 6 and March 13, 8:30 - 10:30 a.m. and 2:00 - 4:00 p.m.

Presenters: Kristin Steingraeber, Great Prairie AEA; Bridgette Wagoner, Malcolm Price Lab School

### **State Board of Education to Meet on March 11**

The Iowa Department of Education is scheduled to meet in the State Board Room, Second Floor Grimes Building, 400 East 14th Street, Des Moines on Tuesday, March 11 beginning at 3:00 p.m. Although still tentative, the main agenda item currently is the Phase II Fiscal Review and Accreditation Visit for Russell Community School District.

Once finalized, the agenda will be posted on the Iowa Department of Education website at <http://www.iowa.gov/educate/content/view/1004/1542/>.

### **Engaging Iowa Students in Higher-level Thinking**

Teams of teachers in nine Iowa high schools are currently working on an initiative that focuses on engaging students in higher-level thinking and in-depth understanding.

Through the initiative, called Authentic Intellectual Work (AIW), teachers are working to improve instruction and help raise student achievement. No other state in the nation is conducting this program.

Learn more about this effort in this latest Iowa Department of Education podcast. Please visit our podcast site (<http://www.iowa.gov/educate/content/category/27/639/1157/>) each month to hear a variety of information on a range of Iowa education topics.

### **Number of Project Lead the Way Sites to be Expanded**

Project Lead the Way® (PLTW) is continuing to expand in Iowa through a partnership between the Iowa Department of Education (DE), the Iowa Department of Economic Development (IDED), and the Kern Family Foundation.

The partnership has collectively made available \$3.1 million in support of PLTW implementation at the secondary level. A total of 60 new sites will be supported through \$50,000 grants, four in each region. A total of 26 applications have been received for FY 2008. The remaining sites will be selected in FY 2009. Last year, Iowa ranked third nationally in the number of new PLTW sites registered.

PLTW is a pre-engineering educational program that teaches problem solving through hands-on applications drawing on what students learn in their math, science, language, and other courses. The program integrates academic and career and technical instruction, creates a seamless transition for students to move from secondary school to higher education, and provides high school students with the opportunity to earn college credit.

The Division of Community Colleges and Workforce Preparation within the Iowa Department of Education has developed a statewide system involving a partnership between the department, IDED, community colleges, Regent universities, school districts, PLTW, and business and industry in the state.

For more information, please contact Ken Maguire at 515-281-4721 or [ken.maguire@iowa.gov](mailto:ken.maguire@iowa.gov).

### **DE Enhancing Integration of Math in Career and Technical Education Programs**

The Iowa Department of Education (DE) has begun implementation of a model program to enhance integration of mathematics in Iowa's career and technical education (CTE) programs at both the high school and community college levels. The model, called Math-in-CTE was researched and developed by the National Research Center for Career and Technical Education.

Through the program, CTE-math teacher teams are formed around specific occupational emphasis. The groups develop and sustain a community of practice focused on identifying math concepts embedded in CTE curricula and generating math examples in which students solve authentic workplace problems. CTE teachers will be supported as teachers of mathematics in CTE and not as math teachers.

Two CTE areas have been selected for participation in the first year of implementation beginning in the fall of 2008 – construction/carpentry and general business.

The DE is providing funding for implementation of the initiative. Each area education agency (AEA) may apply for up to \$20,000 for each community college area that its agency covers to fund the expenses for two district teams and one AEA consultant.

In February, the DE held Request for Assistance meetings in five areas of the state between AEA and community college representatives to discuss the application process. Each AEA has identified local school districts participating in the project. Iowa Communications Network (ICN) sessions will be held in April to acquaint participating schools with the project. Professional development for participants will begin in June and continue through the spring of 2009.

For more information, visit <http://www.iowa.gov/educate/content/view/1132/1185/>. For more information, please contact Andy Wermes at 515-281-8353 or [andrew.wermes@iowa.gov](mailto:andrew.wermes@iowa.gov).

### **Nominees Sought for the Governor's Volunteer Award**

The Governor's Volunteer Award program was established in 1982 to honor and recognize the commitment, service and time that hundreds of volunteers contribute each year. This program provides an opportunity to recognize volunteers in Iowa's schools, colleges, or communities for outstanding service or contributions. Volunteers will be honored during a formal ceremony by the Governor to be held in several locations throughout the state later this spring.

The deadline to apply is Friday, March 7, 2008. No applications can be accepted after this date. For further information about the Governor's Volunteer Award program, please contact Angie McClannahan ([angie.mcClannahan@iowa.gov](mailto:angie.mcClannahan@iowa.gov) or 515-281-5313) or Joe Herrity ([joe.herrity@iowa.gov](mailto:joe.herrity@iowa.gov) or 515-281-3290). Click on the following web link to download forms to nominate great volunteers.  
<http://www.iowa.gov/educate/content/view/925/1092>

### **Department Accepting Comments on Perkins IV State Plan**

The Iowa Department of Education is accepting comments on Iowa's five-year plan for the administration of the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV). Public hearings were held regionally through the Iowa Communications Network (ICN) on February 28.

The state plan is the culmination of months of work by department staff and stakeholders of career and technical education in Iowa. The stakeholders' group, convened by the department last fall to make recommendations regarding the plan, will review comments received during the public hearing and make final recommendations on March 13.

The Iowa State Board of Education will review and finalize the plan during its April 3-4 meeting. The plan will be submitted to the U.S. Department of Education, Office of Vocational and Adult Education (OVAE) on April 8. A draft version of the plan and estimated allocation tables are available at [www.iowaperkinsstateplan.org](http://www.iowaperkinsstateplan.org).

It is expected that Perkins Basic Grant and Regional Tech Prep Grant applications for FY 2009 will be posted and a notification letter will be forwarded via email to all K-12 administrators, community college administrators, and Perkins grant contact persons by mid-April. The applications will be due June 2, 2008.

For additional information or comments, please contact Roger Foelske (515-281-4700 or [roger.foelske@iowa.gov](mailto:roger.foelske@iowa.gov)) or Mary Ann Adams (515-281-4716 or [maryann.adams@iowa.gov](mailto:maryann.adams@iowa.gov)).

### **Advanced Manufacturing Demonstration Project to Assist Secondary Schools, Community Colleges**

Iowa SkillsUSA has been awarded a \$50,000 grant by the Iowa Department of Economic Development to implement an advanced manufacturing demonstration project. Activities will focus on: increasing school and student participation in the SkillsUSA career and technical student organization; fostering student enrollment in SkillsUSA's professional development program to develop employability skills; and encouraging participation in contests and exhibitions that showcase student achievement and enhance employment opportunities.

The project is designed to identify resources to assist secondary schools and community colleges in expanding contests and the creation of exhibits in the areas of welding, machining, mechatronics, instrumentation, engineering design, robotics, and biotechnology manufacturing.

The demonstration project will be implemented in a regional corridor within the areas of Des Moines Area Community College and Indian Hills Community College. For more information, please contact Andy Wermes at 515-281-8353 or [andrew.wermes@iowa.gov](mailto:andrew.wermes@iowa.gov).

## LEGISLATIVE UPDATE

Contact Jeff Berger at [jeff.berger@iowa.gov](mailto:jeff.berger@iowa.gov) or 515-281-3399 for questions regarding legislation or the legislative process.

### Legislation Summary

As the legislative session continues, several Iowa Department of Education (DE) pre-filed bills remain under consideration.

#### 1. Mandated Core Curriculum – [SF2216](#)

The Iowa Core Curriculum (also known as Model Core Curriculum) identifies the essential concepts and skill sets for literacy, mathematics, science, and social studies, as well as 21<sup>st</sup> century learning skills (civic literacy, financial literacy, technology literacy, health literacy, and employability).

The Iowa Core Curriculum directly supports Iowa's mandated core content standards in reading, math and science, which were enacted by the 2007 legislature.

#### 2. Misc. Code Corrections – [SSB3071](#)

This bill is intended to be routine maintenance. Items that may be of interest:

- Adjusting the student member of the State Board of Education to a two-year term
- Extending the Regional Academy phase-out language one year
- Allowing students with IEPs to access shared course supplemental weighting
- Extending the open enrollment sibling exception to all families, not just those in desegregation districts
- Prohibiting any educator working on the side for a textbook company to sell to his/her own school district
- Changing the definition of "school bus" to include all vehicles that transport students for school district purposes
- Allowing the department to approve out-of-state providers of DUI courses that offer coursework to anyone cited for DUI in Iowa

#### 3. Educator Quality Adjustments – [HSB529](#)

- Reinstating and refunding the National Board Certification Program
- Requiring that districts entering into a Whole Grade Sharing agreement must discuss the disposition of Teacher Quality funds.
- Raises beginning and career minimums to the thresholds in the original statute. Consolidates the minimum salaries for career teachers from two levels to one.
- Clarifies our definition of "regular compensation" within Teacher Quality (TQ).
- Includes a funding section aligned to the offer priorities:
  - o Raises teacher mentoring and induction support from \$1,300 to \$1,500
  - o Raises professional development (PD) from \$20 million to \$30 million within the total proposed appropriation amount from last year. This new \$10 million would be earmarked to local districts for support of implementation of the model core locally.
  - o Makes funding for Teacher Development Academies permanent

#### 4. Preschool Program Adjustments – [HSB577](#)

Simple adjustments that include:

- Adjustment to language on eligibility to match other parts of existing law
- Clarification on types of contracting allowable
- Removal of grant proration language. This language in the statute was unnecessary, since initial grant amounts aren't going to be prorated.
- Capturing of unspent Pay for Performance Pilot dollars for the implementation of a statewide support system for early childhood professional development through the area education agencies (AEAs).

#### 5. GED Adjustments – [HSB531](#)

Makes the following adjustments:

- Aligns the test names in Code to federal statute
- Allows the department to break even on the cost of production of the GED certificate and transcript. This would raise the fee for GED recipients from \$5 (in current statute) to \$15 dollars. The language also guarantees the department would not profit from these fees, only break even.

#### 6. Adjustments to Lead and Dental Screening statute – [SF2111](#)

The department still believes the provision that bars students from enrollment due to a lack of screening is poor policy. It would prefer to remove these provisions because they stand to most disadvantage the population that most needs to be in school. The department expects that districts will naturally comply with this statute, particularly in light of the school nurse staffing mandate enacted last session.

**7. *Permission for the DE to Use Fiscal Sanctions for Noncompliance with Submission Requests* – [SF2218](#)**

This is permissive only, not a mandate. There are currently no other options the DE can use for noncompliance with reporting and submission deadlines other than to invoke the Phase II accreditation process. This weighty sanction is simply not appropriate for noncompliance on a single information submission. The problem the department is trying to address is that it cannot report state data until it has every district in the state reporting in a given data set. The department would not use this authority frequently, but there are a couple of egregious examples in the last couple of years that the department has had difficulty resolving. This would allow the department to hold a bit of the local district or community college state aid money to incent compliance. Once compliance was accomplished, all back funds would be repaid.

**8. *Change to Compulsory Attendance Age* – [HF2144](#)**

This is the same bill the DE filed last year. The department is open to other proposals, but wanted to keep pressing on this issue.

**9. *Adjustments to Deseg. Statute per the Supreme Court Ruling* – [HF2164](#)**

This change must be done to accommodate the latest Supreme Court ruling that says race cannot be the sole determining factor on decisions related to maintaining student ratios.

**10. *Paperwork Reduction Act* – [HSB534](#)**

This is another Code corrections bill, but it contains issues that will likely be worthy of some conversation. The department made deliberate strikes to some existing data collections and reporting requirements, just to make life easier for school districts. There are likely other items that could be included in this bill.

Visit the Iowa Department of Education's legislative update at <https://www.edinfo.state.ia.us/web/legisupdate.asp> to get up-to-date information and status on legislation related to education. General information about the legislature may be found at [www.legis.state.ia.us](http://www.legis.state.ia.us).

## QUALITY TEACHING

### **Co-Teaching and Collaborative Consultation ICN Series**

The Iowa Department of Education is presenting a series of three one-hour Iowa Communication Network (ICN) sessions aimed at assisting administrators in the implementation of co-teaching and collaborative consultation in their building.

This series is intended to increase participants' knowledge, understanding, and skills of co-teaching and collaborative consultation from an administrative perspective. The dates and session descriptions include:

**Session I:** April 14 — This session provides a brief overview of the results of the statewide Co-Teaching/Consultation survey, highlights the legal mandates of High Qualified Teacher (HQT) and Least Restrictive Environment (LRE) legislation, provides basic definitions of co-teaching and collaborative consultation, and addresses how these two models can be used to meet the legal mandates.

**Session II:** April 21 — This session will outline critical elements (components) that administrator's need to address to ensure successful collaboration/co-teaching partnerships and implementation in their building. Scheduling and planning time will be highlighted with specific tools being provided.

**Session III:** April 28 — This session will address monitoring and evaluating the implementation of co-teaching and collaborative consultation. The key questions: "How do I know if my teacher's are implementing this the best way possible? What do I do when partnerships hit a bump in the road?"

Each session will be repeated four times throughout the scheduled day: 8:45-9:45 a.m., 10-11:00 a.m., 1:30-2:30 p.m., and 3:30-4:40 p.m. Each session will conclude with a 15-minute "Q & A."

For more information and to sign up for the ICN sessions, contact Dr. Cynthia Knight at [cynthia.knight@iowa.gov](mailto:cynthia.knight@iowa.gov) or 515-281-5287.

### **Revised Family and Consumer Sciences Education Standards Now Available**

New national standards for family and consumer sciences education are now available.



The National Association of State Administrators of Family and Consumer Sciences (NASAFACS) have completed an extensive two-year revision and revalidation process. The standards are now aligned with Family, Career and Community Leaders of America (FCCLA) programs, career clusters, and 21<sup>st</sup> century skills. The revised standards are available at: [www.aafcs.org/FCStandards](http://www.aafcs.org/FCStandards).

For questions, please contact Mary Ann Adams at 515-281-4716 or [maryann.adams@iowa.gov](mailto:maryann.adams@iowa.gov).

### **Preliminary Findings of the Teacher Quality Committee Survey**

In January, the Iowa Department of Education conducted a survey to determine the current status of the Teacher Quality Committees (TQC), to provide information on the operation of the TQCs, and to guide the development of technical assistance. This survey was conducted in collaboration with School Administrators of Iowa (SAI) and Iowa State Education Association (ISEA). Some preliminary findings from the analysis of the survey data are:

- 925 surveys were completed and 300 public school districts participated.
- 45.3% of the respondents were administrator members of a TQC, 54.7% were teachers
- The median number of members on a TQC is eight.
- The median number of meetings held prior to January 2, 2008 was three.
- 58.2 % of the respondents indicated that administrators chaired the TQC, 5.4% indicated that teachers chaired the TQC.
- 94.4% of respondents said they strongly agreed or agreed that their TQC meeting have been collaborative and productive.
- 80.9% of respondents strongly agreed or agreed to the statement "Our TQC contributed to ensuring that professional development in our district is of high quality."

A more detailed report on these findings will be available in next month's SLU.

## **LEGAL LESSONS**

*The contact for all Legal Lessons items is Carol Greta, [carol.greta@iowa.gov](mailto:carol.greta@iowa.gov); 515-281-8661.*

### **Special Education Questions**

School officials are reminded that questions regarding the IDEA and state law on special education issues are to be directed to attorney Thomas Mayes of the DE's Bureau of Student and Family Support Services. His contact information is 515-242-5614 or [thomas.mayes@iowa.gov](mailto:thomas.mayes@iowa.gov).

### **S\*N\*O\*W D\*A\*Y\*S (and Other Calendar Issues)**

*(The following question regarding length of school day was in response to the unusually harsh winter conditions of 2007-2008 school year)*

**Question:** May a school district lengthen the school day to make up days missed as a result of inclement weather?

**Answer:** Yes, if done prospectively only. A district may not go back and add up time exceeding 5.5 hours from each day *already passed* to achieve the equivalent of 180 days. Nor may a district not add time to its current schedule and still add up time exceeding 5.5 hours from each day yet to come to get in some make-up time. [Example: School district conducts classes from 8:10 - 3:10 with 30-minute lunch, so there are 6.5 instructional hours. The 8:10 - 3:10 has been the schedule all year. The district MAY NOT "count" the extra hour as make-up time.] What IS allowable is for the same district to extend class time so that it meets 7:45 - 3:15 with 30-minute lunch. Now the district has an extra 30 minutes per day, 11 days = one make-up day.

**Question:** May a school district make up snow days on weekends?

**Answer:** Yes. Iowa Code section 279.10 does not designate what days of the week are official "school days".

**Question:** A school district has parent-teacher conferences planned on a Tuesday and Thursday evening yet to come in the school's calendar. Staff and students will also go to the school on Friday of the same week. May the district count the hours spent on parent-teacher conference Tuesday and Thursday night as another day of instruction on Saturday (a fifth consecutive day, Tuesday through Saturday) – even though staff and students would not attend school on Saturday?

**Answer:** Yes. 281 IAC 12.1(9) provides for this exception as long as the five consecutive days equal 27.5 hours of student instruction. Remember, parent-teacher conference time counts as student instruction.

**Question:** May a school district make up parent-teacher conference time missed because of weather and count time toward student instructional days?

**Answer:** Yes.

**Question:** May a school district add parent-teacher conference time that was not in the original school calendar and count that time toward student instructional days?

**Answer:** No.

**Question:** May local school boards forgive snow make-up days?

**Answer:** No.

**Question:** May a school district get a waiver from the Iowa Department of Education (DE) to NOT make up snow days?

**Answer:** No. The DE has no such authority.

**Question:** Must a district make up days when weather forces it to start late or let out early?

**Answer:** No. Iowa Code section 256.7(19) states that a full day of instruction may be recorded if "emergency health or safety factors require the late arrival or early dismissal of students on a specific day." However, a local school board could decide voluntarily to make up the time that is lost by late starts and early dismissals.

**Question:** Do all attendance centers in a school district have to provide the same number of student instructional hours?

**Answer:** No, building schedules may vary as long as each building accounts for 180 days of instruction. However, each building must provide a minimum of 5.5 hours of student instruction. To count a day of school, all grade levels of the school or school district must be operated and available for attendance by all students. Exception: If a classroom or attendance center is closed for emergency health or safety reasons, but the remainder of the school district is in operation, the day may be counted as a day of school.

**Question:** If "early bird" students come to school on what becomes a "snow day" but no other students are bused to the school, may a day of student instruction be counted?

**Answer:** No. 281 IAC 12.1(8) states that "a day of school is a day during which the school or school district is in session and students are under the guidance and instruction of the instructional professional staff." In addition, all grade levels of the school or school district must be operated and available for attendance by all students.

**Question:** Does the school or school district have to run buses to count the day as a day of student instruction?

**Answer:** Yes. Not only do the buses have to run, but students also need to be "under the guidance and instruction of the instructional professional staff." All grade levels of the school or school district must be operated and available for attendance by all students. This implies that students must be in classes for some period of time prior to early release. See 281 IAC 12.1(8) and Iowa Code section 285.1(8). OAG#93-11-8.

**Question:** Do seniors have to make up "snow days"?

**Answer:** This is a local decision. Iowa Code 279.10 states, "the district may excuse a graduating senior who has met district or school requirements for graduation from attendance during the extended school calendar." NOTE, however, that rule 281-IAC 12.1(7) requires that there be a board policy to excuse seniors from making up "snow days."

**Question:** If a district has its seniors make up "snow days" and the additional time goes beyond the date set for graduation exercises, what should the district do?

**Answer:** There is no legal significance to the graduation ceremony. It is a public celebration, but there is nothing in the law that even requires that such ceremony take place. If it is not possible to conclude the seniors' days of instruction prior to the date set for commencement exercises, a district may proceed with the ceremony, giving the seniors blank documents or a carnation, etc., and distribute the diplomas at a later time.

**Question:** If a district closes due to health reasons (e.g. influenza contagion), does it follow the “snow days” rules?

**Answer:** Yes. Full days that are missed must be made up. If a district has early dismissal or late start due to emergency health reasons, the district may count the day as a full instructional day. Remember also if just a classroom or attendance center is closed for emergency health or safety reasons, while the remainder of the district is in operation, the day may be counted as a day of school.

**Question:** May a district let out school for athletic tournaments or other competitions and still count the day as a day of student instruction?

**Answer:** Yes, but only if the district keeps each building open and available for attendance by all students, and students in all grade levels are “under the guidance and instruction of the instructional professional staff” as described in 281 IAC 12.1(8). No, if an attendance center or district is closed. In addition, if school is dismissed before the minimum 5.5 hours of school instruction, the school must make up the time.

### **School E-mail: A Cautionary Tale from Massachusetts**

Yes, this topic was covered just last month. But two employees of a Massachusetts school district could have profited from hearing this message several times over. Here is a brief summary of the tale of the soap opera-like controversy over two e-mails between the two now-former school employees and their battle with the superintendent.

A middle school teacher and a computer teacher sent several e-mails back and forth between the two of them on their school computers. Pursuant to the district’s acceptable-use policy, staff e-mail was regularly monitored. The person who monitored the e-mail noticed sexual references in the e-mail between the principal and teacher, and the content suggested a romantic relationship between the two.

Because the actions of the employees violated the district’s acceptable-use policy, the employment of both was terminated. Both took the terminations to court, and the court ruled that the e-mails were public record and could not be sealed. The Judge wrote, “Regardless of the extent of any invasion of the [former employees’] privacy occasioned by the disclosure of the e-mails, the public’s right to know casts more weight on the other side of the fulcrum.” Yet another example of why public employees should not use public e-mail for personal matters.

### **Update: Athletic Eligibility Rule Changes**

February 5<sup>th</sup> was the date of the public hearing on the proposed changes to the “scholarship rule,” and unlike two years ago when over 100 persons submitted comment, this year’s hearing was very quiet. One parent and less than a dozen schools were at the hearing.

The changes, scheduled as adopted by the State Board at its meeting on April 3<sup>rd</sup>, are summarized as follows.

1. If not passing all courses at the end of a final grading period, a student is ineligible for 30 consecutive calendar days in the interscholastic athletic event in which the student is a contestant. There is no requirement that the student competed in the sport previously; that is, the bona fide competitor requirement is gone.
2. “*Compete*” includes dressing in full team uniform for the interscholastic contest or competition, as well as participating in pre-game warm-up exercises with team members, but does not include any managerial, recordkeeping, or other non-competitor functions performed by a student on behalf of a member or associate member school.
3. A school shall not allow any student, including any transfer student, to compete until such time as the school has reasonably reliable proof that the student is eligible to compete for the member or associate member school under these rules.

A guidance document is being drafted and will be released at the Iowa High School Athletic Directors Association Spring meeting in Des Moines later this month. A link to the guidance will be provided in the April *School Leaders Update*.

## **EARLY CHILDHOOD PRESCHOOL PROGRAMS**

### **Revised Application for Statewide Voluntary Preschool Program for Four-Year-Old Children**



Please check the Iowa Department of Education website regularly for posting of the revised 2008-2009 Application and Technical Assistance Guidance Manual for Statewide Voluntary Preschool Programs for Four-Year-Old Children funding.

### **Teleconferences Offered Regarding Iowa's Quality Preschool Program Standards (QPPS)**

The Iowa Department of Education has scheduled two teleconferences to clarify information related to Iowa's Quality Preschool Program Standards (QPPS). Each of these teleconferences will cover different topics and unique materials.

- Tuesday March 4, 3 - 4:30 p.m.: Topics include QPPS Standard 6, Teachers; Standard 10, Leadership and Management; and requirements of preschool teaching assistants
- Tuesday March 25, 3 - 4:30 p.m.: Topics include QPPS Standards 5, Health; and Standard 9, Physical Environment.

Directions for the teleconference:

- Dial 1-866-685-1580
- Enter code number: 5152814030 #
- Call 800-605-9277 if technical support is needed

Handouts for the teleconference will be posted on the Iowa Department of Education website at [www.iowa.gov/educate](http://www.iowa.gov/educate) on the Monday prior to each teleconference.

The conference calls will be archived to allow those who cannot attend the sessions access to the recorded sessions. To access the archived sessions, call (888) 899-7904 and follow the prompts as given.

## **GRANTS AND FUNDING**

### **Supplementary Weighting for Sharing**

New supplementary weighting opportunities exist among and between local districts and area education agencies (AEAs) due to recent legislation encouraging the sharing of operational functions.

Operational functions are defined as superintendent management, business management, human resources management, student transportation management or facility operation, and maintenance management. The operational function sharing arrangement does not need to be a newly implemented sharing arrangement in order to be eligible for supplementary weighting. The additional weighting will be available for a maximum of five years, and will be calculated at .02 times the actual enrollment in the district, with a phase out.

For the full text of the applicable portion of the Administrative Code for the Supplementary Weighting see: <http://www.legis.state.ia.us/Rules/Currect/iac/28liac/28197/28197.pdf>. For additional information, please contact Joyce M. Thomsen at 515-242-5612 or [joyce.thomsen@iowa.gov](mailto:joyce.thomsen@iowa.gov).

### **Applications Being Accepted for the 21<sup>st</sup> CCLC Before and Afterschool Grants**

Applications are now being taken for 21<sup>st</sup> Century Community Learning Centers (21st CCLC) before and afterschool grants for new and for continuation grantees from Cohort I (2003-2008).

These grants are designed for the development of high quality before and afterschool or out-of-school time programs at the local level by providing federal funds to local school districts, nonprofit organizations, faith-based, community-based and other public and private organizations who qualify (see eligible list in grant application appendix).

These funds, which are approximately \$2.7 million this year, will enable communities to design and implement effective out-of-school programs that will result in improved student achievement, and be enhanced by and sustained through community partnerships beyond the term of the grant.

Eligible applicants include local public school districts, one or more nonprofit organizations, community-based organizations, faith-based organizations, public agencies, or private agencies that primarily serve students who attend eligible schools. Successful grants awarded will be for a five year (2008-2013) period. Applications are due April 16, 2008.

For more information, please contact Joe Herrity at [joe.herrity@iowa.gov](mailto:joe.herrity@iowa.gov) or 515-281-3290.

## **STUDENT HEALTH AND NUTRITION**

### **Update on Hallmark/Westland Meat Packing Company Product Recall**

The U.S. Department of Agriculture announced on Sunday, February 17, that the Hallmark/Westland Meat Packing Company voluntarily recalled more than 140 million pounds of raw and frozen beef products distributed over the past two years because officials believe the cattle did not receive complete and proper inspection. A portion of the Westland meat has been distributed to schools in Iowa since 2006 through the USDA's commodity foods program.

Federal officials designated this beef recall as Class II "due to the remote probability that the beef being recalled would cause adverse health effects if consumed." There are no reports, either nationally or in Iowa, of individuals getting sick from the beef involved in this recall.

The Hallmark/Westland Meat beef directly distributed to schools through the commodity foods program had already been put on administrative hold on January 31, when word of potential problems at the Westland facility first emerged. The Iowa Department of Education immediately notified local school lunch programs that participate in the commodity food program of the hold order and provided guidance. Information was also provided in the February *School Leader Update* and on the front page of the Iowa Department of Education website.

The administrative hold was changed on February 17 to a recall, which means that the product must be destroyed, and cannot be used or reconditioned for human consumption. Again, the Iowa Department of Education notified local school lunch programs that participate in the commodity food program of the recall and provided guidance regarding proper methods to destroy the product and reimbursement procedures.

In addition, the Pierre Company, a meat processor, informed the Iowa Department of Education that Hallmark/Westland Meat Packing Company beef may be included in their beef crumbles. Iowa has received Pierre Company beef crumbles through the commodity food distribution system. Please know that, again, the department provided information and guidance to school lunch programs last week on this expanded recall.

Please know that the Iowa Department of Education is doing its best to help provide information, guidance, and assistance to school districts regarding the commodity food recall.

### **ICN Presentation Offered on School Health Environments**

Everyone affiliated with a district has a contribution to make to the health environment of the school. This includes administrators, board members, teachers, staff, students, and parents.

The research is clear that the school health environment impacts academic learning. Nutrition education programs and school meal programs help students make healthy food choices. But other characteristics of the school environment also play a role.

Dr. Yibo Wood, Nutritionist with the Child Nutrition Division of USDA's Food and Nutrition Service will share examples of successful nutrition education programs in schools during a special Iowa Communications Network (ICN) session on School Health Environments. She will also discuss findings from the latest research about the school environment and nutrition content of school meals.

The live session will be held April 16 from 3 - 5 p.m. A taped rebroadcast will be available April 24 from 3 - 5 p.m. and May 6 from 3 - 5 p.m. Registration deadlines are indicated at website below. To register for this K12 Connections session, go to: [http://www.iptv.org/iowa\\_database/event-detail.cfm?ID=8466](http://www.iptv.org/iowa_database/event-detail.cfm?ID=8466).

For questions regarding the content of this presentation, contact Catherine H. Strohbehn, PhD, RD, CFSP Iowa State University Extension, at 515-294-3527 or Sandra Fiegen with the Iowa Department of Education Bureau of Nutrition, Health and Transportation Services at [sandra.fiegen@iowa.gov](mailto:sandra.fiegen@iowa.gov).

### **Iowa Farm to School Program Links Local Farmers and Schools**

The Iowa Farm to School program was created by legislation that passed during the 2007 legislative session providing funding to link schools and children with local farmers and organizations to offer fresh, locally grown food and nutrition-based educational opportunities.

The program is being coordinated through Iowa Department of Agriculture and Land Stewardship and the Iowa Department of Education.

The legislation also established a Farm to School Council that will establish partnerships between public agencies and nonprofit organizations as well as help to facilitate communication between farmers and schools.

More information about the Iowa Farm to School program and links to similar initiatives happening in other parts of the country are being posted on the Iowa Department of Agriculture and Land Stewardship website at [www.agriculture.state.ia.us/farmToSchool.htm](http://www.agriculture.state.ia.us/farmToSchool.htm).

For specific questions about the program, contact: Maury Wills, Iowa Farm to School Coordinator at [maury.wills@idals.state.ia.us](mailto:maury.wills@idals.state.ia.us), 515-281-5783; or Dean Flaws ([dean.flaws@iowa.gov](mailto:dean.flaws@iowa.gov), 515-281-5356) or Julia Thorius ([julia.thorius@iowa.gov](mailto:julia.thorius@iowa.gov), 515-281-5356), Iowa Department of Education, Bureau of Nutrition, Health and Transportation Services.

## DATA AND REPORTING

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### **2008 Iowa Youth Survey Online**

The Iowa Youth Survey is one of the most frequently used sources of data regarding Iowa's youth. It is administered in the fall on a three-year cycle, and the next survey is scheduled for fall of 2008. The Iowa Departments of Public Health, Education, Human Services, and Human Rights are pleased to announce that the 2008 Iowa Youth Survey will be administered through online survey software. This will not only streamline the survey administration, but will reduce costs to the state by eliminating printing and processing fees.

The survey will be available for administration from September 29 through October 31, 2008 to all students in grades 6, 8, and 11. The Department of Public Health has emailed the following documents to district superintendents:

- Iowa Youth Survey Online Notice
- District Agreement to Participate
- Parent Letter
- Release of Raw Data to Local AEA

Please note that the District Agreement to Participate and the Release of Raw Data to Local AEA (area education agency) forms need to be faxed back the Department of Public Health at 515-281-4535 no later than March 14, 2008. For any questions regarding the 2008 Iowa Youth Survey Online, please contact Linda McGinnis at 515-281-5444 or [LMcGinni@idph.state.ia.us](mailto:LMcGinni@idph.state.ia.us).

### **Curriculum Personnel Encouraged to Review CTE Curriculum Data**

Local K-12 district curriculum personnel are encouraged to review curriculum information currently posted on the district's portion of the Project EASIER Plus Career and Technical Education (CTE) website.

The purpose of the review is to ensure the accuracy of the courses listed in the sequence for each career and technical program offered by the district during the FY 2007-2008 academic year. It is critical that courses included in the sequences have also been included in the district's Project EASIER mid-year curriculum file.

These data will be used to update the "students in a program" portion of the district's Project EASIER Plus CTE site in mid-April. These data (students in a program) must then be reviewed and edited to include student technical skill proficiency information prior to the close of the academic year (June 1, 2008). The financial and year end portion of Project EASIER Plus CTE must be completed and certified within 30 days of the close of the current fiscal year (August 1, 2008).

For questions, please contact Roger Foelske at 515-281-4700 or [roger.foelske@iowa.gov](mailto:roger.foelske@iowa.gov).

## BOARD OF EDUCATIONAL EXAMINERS

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*For questions regarding licensure, call 515-281-3245.*

### **Licensure Process More Than Just a Folder Number**

Administrators will want to wait to employ a recent graduate as a substitute teacher until the teacher produces either a temporary permit or a license or you speak to a Board of Educational Examiners (BOEE) staff member.

Anyone who completes a teacher education program in the state of Iowa is recommended by his/her college via the Internet. As soon as the teacher preparation program starts entering data in the BOEE system, a folder number is assigned. The colleges may start entering data months before the teacher has completed the program. Once the BOEE receives the recommendation by a college, a license or temporary permit is printed and mailed to the teacher within one week of the recommendation. A folder number is assigned before the state and federal background check has been completed.

For out-of-state applicants, you will again want to wait for the teacher to produce the temporary permit or license before you employ the person or check with a BOEE staff member. One of the first things the staff at the BOEE does when they receive an application from a person prepared in another state is to assign the person a folder number. The folder number is assigned before the determination if a person is eligible for a license and before the background checks are completed. For more information, please call 515-281-3245.

## Inappropriate Teaching Assignments

According to the Board of Educational Examiner's rules, an educator has the responsibility to be properly endorsed in all content areas in which one is teaching. An educator also has the responsibility to accept only those assignments for which he/she is properly endorsed.

An educator does have the right to refuse an assignment to teach in the area that he/she is not properly endorsed to teach. If a teacher has been assigned to teach in an area in which he/she is not endorsed and does not choose to add the endorsement through continued schooling, the educator is encouraged to complete the teacher notification of an inappropriate teaching assignment form and return it to the BOEE to avoid any sanctions to one's teaching license.

The administrators have the responsibility to assign properly endorsed teachers in all content areas. To avoid any sanctions to one's administrator license, make sure each teacher is assigned to teach in areas for which an endorsement is found on the full license or an exception has been granted such as a Class B or C license.

## CALENDAR

### Deadlines and Dates to Remember

March 4, 2008	Teleconference presented on QPPS Standard 6, Teachers; Standard 10, Leadership and Management; and requirements of preschool teaching assistants
March 7, 2008	Nomination Deadline for Governor's Volunteer Award
March 11, 2008	State Board of Education Meeting-Grimes State Office Building.
March 14, 2008	Iowa Youth Survey District Agreement to Participate and the Release of Raw Data to Local AEA forms due to the Department of Public Health (please see article above)
March 15, 2008	<i>Due date for certification of 2nd semester Mentoring &amp; Induction Counts</i>
March 25, 2008	Teleconference presented on QPPS Standards 5, Health; and Standard 9, Physical Environment.
April 14, 2008	Teleconference that provides a brief overview of the results of the statewide Co-Teaching/Consultation survey, highlight the legal mandates of Highly Qualified Teacher (HQT) and Least Restrictive Environment (LRE) legislation.
April 16, 2008	ICN presentation on School Health Environments.
April 21, 2008	ICN presentation that will outline critical elements (components) that administrator's need to address to ensure successful collaboration/co-teaching partnerships and implementation in their building.
April 28, 2008	ICN presentation that will address monitoring and evaluating the implementation of co-teaching and collaborative consultation. The key questions: "How do I know if my teacher's are implementing this the best way possible? What do I do when partnerships hit a bump in the road?"

You can view a complete Iowa Department of Education calendar of events at <http://www.iowa.gov/educate/calendar/calendar.html>.

*SCHOOL LEADER UPDATE is produced monthly by the Iowa Department of Education for school leaders of Iowa. Comments and submissions should be sent to Elaine Watkins-Miller at [elaine.watkins-miller@iowa.gov](mailto:elaine.watkins-miller@iowa.gov) or 515/281-5295.*

*It is the policy of the Iowa Department of Education not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, gender, disability, religion, age, political party affiliation, or actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX*

*(Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).*

*If you have questions or grievances related to compliance with this policy by the Iowa Department of Education, please contact the legal counsel for the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146, telephone number 515/281-5295; or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661, telephone number 312/730-1560, fax 312/730-1576, email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov).*